

**Department of Health and Human Services  
Administration for Children and Families**

**Program Office:** Administration for Native Americans (ANA)

**Funding Opportunity Title:** Social and Economic Development Strategies for Native Americans (SEDS)

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2006-ACF-ANA-NA-0003

**CFDA Number:** 93.612

**Due Date for Applications:** 04/04/2006

**Executive Summary:**

The Administration for Native Americans (ANA), within the Administration for Children and Families (ACF), announces the availability of Fiscal Year (FY) 2006 funds for new community-based projects under the ANA Social and Economic Development Strategies (SEDS) program. ANA's FY 2006 SEDS goals and program areas of interest are focused on strengthening children, families, and communities through community-based organizations, Tribes, and Village governments. The purpose of ANA is to promote the goal of economic and social self-sufficiency for American Indians, Native Hawaiians, Alaskan Natives, and other Native American Pacific Islanders, including American Samoa Natives.

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

Native Americans Program Act, 42 U.S.C. 2991 et seq.

The ANA SEDS program supports the fundamental principle that economic development, social development and governance are inter-related, and that with effective economic, social and governance policies and development strategies, Native American people and communities can achieve self-sufficiency. In order to move toward self-sufficiency, development in one area should be balanced with development in the others. Accordingly, community-based economic, social and governance development programs and activities proposed in response to this announcement must take into consideration the elements necessary to build healthy, self-sufficient communities.

ANA's policy is based on three inter-related goals: (1) Economic Development: To foster the development of stable diversified local economies and economic activities that provide jobs,

options and opportunities that promote economic well-being in Native American communities; (2) Social Development: To support local access to, control of, and coordination with, programs and services that safeguard the health, well-being, and culture of Native peoples; and (3) Governance: To assist Tribes and Alaska Native Village governments to build capacity that results in local control and decision-making over their resources.

ACF through ANA supports and fosters strong Native American families and healthy communities under three initiatives: (1) Projects that support rural communities; (2) Projects that provide prevention and intervention programs for youth and families; and (3) Projects that promote healthy relationships to strengthen families in concert with ACF's goals and objectives. Eligible community- and faith-based organizations are invited to submit applications that provide services directly to Native American people.

ANA's program announcements are goal-category specific. ANA will release separate program announcements for funding opportunities under SEDS, for Native Language Preservation and Maintenance, Environmental Regulatory Enhancement and for special initiatives.

This program announcement will emphasize community-based, locally designed projects. This emphasis will increase the number of grants to local community organizations and expand the number of partnerships among locally based non-profit organizations. ANA will accept applications from multiple organizations in the same geographic area. Although Tribes are limited to three simultaneous ANA grants (one each under SEDS, Language and Environmental programs) at any one time, this clarification allows other community-based organizations to apply for ANA funding, provided the objectives and activities do not duplicate currently funded projects serving the same geographic area.

ANA's FY 2006 program goals and areas of interest are focused on expanding community-based, culturally appropriate economic development, social development and governance activities. ANA is interested in projects designed to grow Native American economies, strengthen Native families, and decrease the high rate of social challenges caused by the lack of community-based business, social, and economic infrastructure. In response to this announcement, ANA encourages Native American Tribes and organizational leaders to propose, coordinate and implement community-based projects to meet the needs of its community and develop options and opportunities for future generations.

**ANA Administrative Policies:** Applicants must comply with the following ANA Administrative Policies:

- An applicant must provide a 20 percent non-Federal match of the approved project costs. Applications originating from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands are covered under section 501(d) of Public Law (P.L.) 95-134, as amended (48 U.S.C. 1469a), under which the Department of Health and Human Services (HHS) waives any requirement for matching funds under \$200,000 (including in-kind contributions).
- An application from a Tribe, Alaska Native Village or Native American organization must be from the governing body.

- A non-profit organization submitting an application must submit proof of its non-profit status at the time of submission. The non-profit organization can accomplish this by providing one of the following verifiable documents: (i) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; (ii) a copy of the currently valid IRS tax-exemption certificate; (iii) a statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a non-profit status and none of the net earnings accrue to any private shareholders or individuals; (iv) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or (v) any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate. Organizations incorporating in American Samoa are cautioned that the Samoan government relies exclusively upon IRS determination of non-profit status; therefore, articles of incorporation approved by the Samoan government do not establish non-profit status for the purpose of ANA eligibility.
- If the applicant, other than a Tribe or an Alaska Native Village government, is proposing a project benefiting Native Americans, Alaska Natives, or both, it must provide assurance that its duly elected or appointed board of directors is representative of the community to be served. An applicant's governing board will be considered representative of the community to be served if the applicant demonstrates that a majority of the board individuals fall into one or more of the following categories: (1) a current or past member of the community to be served; (2) a prospective participant or beneficiary of the project to be funded; (3) have experience working with the community to be served; or (4) have a cultural relationship with the community to be served.
- Applicants must describe how the proposed project objectives and activities relate to a locally determined strategy.
- ANA will review proposed projects to ensure applicants have considered all resources available to the community to support the project.
- Proposed projects must present a strategy to overcome the challenges that hinder movement toward self-sufficiency in the community.
- All funded applications will be reviewed to ensure that the applicant has provided a positive statement to give credit to ANA on all materials developed using ANA funds.
- ANA will not accept applications from Tribal components that are Tribally authorized divisions unless the ANA application includes a Tribal resolution.
- ANA will only accept one application per eligible entity. The first application received by ANA shall be the application considered for competition unless ANA is notified in writing which application should be considered for competitive review.
- An applicant can have only one active ANA SEDS grant operating at any given time.
- ANA funds short-term projects, not programs. Projects must have definitive goals and objectives that will be achieved by the end of the project period. All projects funded by

ANA must be complete, self-sustaining or supported by other than ANA funding at the end of the project period.

- Before funding the second or third year of a multi-year grant, ANA will require verification and support documentation from the grantee that objectives and outcomes proposed in the preceding year were accomplished, and the non-Federal share requirement has been met.
- ANA reviews the quarterly and annual reports of grantees to determine if the grantee is meeting its goals, objectives and activities identified in the Objective Work Plan (OWP).
- Applications from National and Regional organizations must clearly demonstrate a need for the project, explain how the project originated, discuss the community-based delivery strategy of the project, identify and describe the intended beneficiaries, describe and relate the actual project benefits to the community and organization, and describe a community-based delivery system. National and Regional organizations must describe their membership, define how the organization operates and demonstrate Native community and/or Tribal government support for the project. The type of community to be served will determine the type of documentation necessary to support the project.
- Applicants proposing an Economic Development project must address the project's viability. A business plan, if applicable, must be included to describe the project's feasibility, cash flow, and approach for the implementation and marketing of the business.

**ANA Definitions:** Program specific terms and concepts are defined and must be used as a guide in writing and submitting the proposed project. The funding for allowable projects in this program announcement is based on the following definitions:

*Authorized Representative:* The person or person(s) authorized by Tribal or Organizational resolution to execute documents and other actions required by outside agencies.

*Budget Period:* The interval of time into which the project period is divided for budgetary or funding purposes, and for which a grant is made. A budget period usually lasts one year in a multi-year project period.

*Community:* A group of people residing in the same geographic area that can apply their own cultural and socio-economic values in implementing ANA's program objectives and goals. In discussing the applicant's community, the following information must be provided: (1) a description of the population segment within the community to be served or impacted; (2) the size of the community; (3) geographic description or location, including the boundaries of the community; (4) demographic data on the target population; and (5) the relationship of the community to any larger group or Tribe.

*Community Involvement:* How the community participated in the development of the proposed project and how the community will be involved during the project implementation and after the project is completed. Evidence of community involvement can include, but is not limited to, certified petitions, public meeting minutes, surveys, needs assessments, newsletters, special

meetings, public council meetings, public committee meetings, public hearings, and annual meetings with representatives from the community.

*Completed Project:* A project funded by ANA is finished, self-sustaining, or funded by other than ANA funds, and the results and outcomes are achieved by the end of the project period.

*Consortium-Tribal / Village:* A group of Tribes or Villages that join together either for long-term purposes or for the purpose of an ANA project.

*Construction:* The initial building of a facility.

*Core Administration:* Salaries and other expenses for those functions that support the applicant's organization as a whole or for purposes unrelated to the actual management or implementation of the ANA project.

*Economic Development:* Involves the promotion of the physical, commercial, technological, industrial, and/or agricultural capacities necessary for a sustainable local community. Economic development includes activities and actions that develop sustainable, stable, and diversified private sector local economies; for example, initiatives that support employment options, business opportunities, development and formation of a community's economic infrastructure, laws and policies that result in the creation of businesses and employment options, and opportunities that provide for the foundation of healthy communities and strong families.

*Equipment:* Tangible, non-expendable personal property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.

*Governance:* Involves assistance to Tribal and Alaska Native Village governments to increase their ability to exercise local control and decision-making over their resources.

*Impact Indicators:* Measurement descriptions used to identify the outcomes or results of the project. Outcomes or results must be quantifiable, measurable, verifiable and related to the outcome of the project to determine that the project has achieved its desired objective and can be independently verified through ANA monitoring and evaluation.

*In-kind Contributions:* In-kind contributions are the value of goods and/or services that benefit a Federally assisted project that is contributed by third parties without charge to a recipient (or sub-recipient or cost-type contractor under a grant). Any proposed in-kind match must meet the applicable requirements found in 45 CFR Part 74 and Part 92.

*Letter of Commitment:* A third-party statement to document the intent to provide specific in-kind contributions or cash to support the applicant. The Letter of Commitment must state the dollar amount (if applicable), the length of time the commitment will be honored, and the conditions under which the organization will support the proposed ANA project. If a dollar amount is included, the amount must be based on market and historical rates charged and paid. The resources to be committed may be human, natural, physical, or financial, and may include other Federal and non-Federal resources. Statements in an application about resources that have been

committed to or support a proposed ANA project, but not supported with documentation, will be disregarded.

*Leveraged Resources:* The total dollar value of all non-ANA resources that are committed to a proposed ANA project and are supported by documentation that exceed the 20 percent non-Federal match required for an ANA grant. Such resources may include any natural, financial, and physical resources available within the Tribe, organization, or community to assist in the successful completion of the project. An example would be a letter from an organization that agrees to provide a supportive action, product, and service, human or financial contribution that will add to the potential success of the project.

*Minor Renovation or Alteration:* Work required to change the interior arrangements or other physical characteristics of an existing facility, or install equipment so that it may be more effectively used for the project. Minor alteration and renovation may include work referred to as improvements, conversion, rehabilitation, remodeling, or modernization, but is distinguished from construction and major renovations. A minor alteration and/or renovation must be incidental and essential for the project ("incidental" meaning the total alteration and renovation budget must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period).

*Multi-purpose Organization:* A community-based corporation whose charter specifies that the community designates the Board of Directors and/or officers of the organization through an elective procedure and that the organization functions in several different areas of concern to the members of the local Native American community. These areas are specified in the by-laws and/or policies adopted by the organization. They may include, but need not be limited to, economic, artistic, cultural, and recreational activities, and the delivery of human services such as day care, education, and training.

*Multi-year Project:* Encompasses a single theme and requires more than 12 months and up to 24 or 36 months to complete. A multi-year project affords the applicant an opportunity to develop and address more complex and in-depth strategies that cannot be completed in one year. A multi-year project is a series of related objectives with activities presented in chronological order over a two- or three-year period.

*Objective(s):* Specific outcomes or results to be achieved within the proposed project period that are specified in the Objective Work Plan (OWP). Completion of objectives must result in specific, measurable outcomes that would benefit the community and directly contribute to the achievement of the stated community goals. Applicants should relate their proposed project objectives to outcomes that support the community's long-range goals. Objectives are an important component of Criterion III and are the foundation for the OWPs.

*Objective Work Plan:* The project plan that the applicant will use in meeting the results and benefits expected for the project. The results and benefits are directly related to the Impact Indicators. The OWP provides detailed descriptions of how, when, where, by whom and why activities are proposed for the project and is complemented and condensed in the OWP. ANA will require separate OWPs for each year of the project (the Office of Management and Budget (OMB) Form # 0980-0204, exp. 10/31/2006).

*Partnerships:* Agreements between two or more parties that will support the development and implementation of the proposed project. Partnerships include other community-based organizations or associations, Tribes, Federal and State agencies, and private or non-profit organizations.

*Real Property:* Land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.

*Resolution:* Applicants are required to include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period. The Resolution must indicate who is authorized to sign documents and negotiate on behalf of the Tribe or organization. The Resolution must indicate that the community was involved in the project planning process, and indicate the specific dollar amount of any eligible matching funds (if applicable).

*Sustainable Project:* A sustainable project is an ongoing program or service that can be maintained without additional ANA funds.

*Self-Sufficiency:* The ability to generate resources to meet a community's needs in a sustainable manner. A community's progress toward self-sufficiency is based on its efforts to plan, organize, and direct resources in a comprehensive manner that is consistent with its established long-range goals. For a community to be self-sufficient, it must have local access to, control of, and coordination of services and programs that safeguard the health, well-being and culture of the people that reside and work in the community.

*Social Development:* Investment in human and social capital for advancing the well-being of members of the Native American community served. Social development is the action taken to support the health, education, culture, and employment options that expand an individual's capabilities and opportunities, and that promote social inclusion and combat social ills.

*Total Approved Project Costs:* The sum of the Federal request plus the non-Federal share.

Please note that this announcement is divided into two program areas. The first program area is Social and Economic Development Strategies and the second program area is Social and Economic Development Strategies - Alaska. The second program area information immediately follows *Section VIII* of program area one. Applications from Alaska Native entities may be submitted under either SEDS or Alaska SEDS but not both program areas. The Standard Form (SF) 424 must clearly indicate the correct program area.

### **Priority Area 1:**

Social and Economic Development Strategies for Native Americans (SEDS).

### **Description**

To promote the goal of social and economic self-sufficiency for Native Americans.

*Economic Development:* Involves the promotion of the physical, commercial, technological, industrial, and/or agricultural components necessary for a sustainable local community. Applicants are encouraged to develop sustainable projects to support sustainable, stable and diversified private sector local economies. Program Areas of Interest include:

- Projects to strengthen an organization's capacity to deliver business technical assistance, workshops, and financial literacy programs that create, expand and retain public and private sector community-based businesses.
- Projects to increase cooperative enterprise development activities, and technical capacity of youth to establish and operate cooperative businesses with the goal of teaching financial, management and long-term employment skills.
- Projects to plan and coordinate emergency response services within the community and with State and local governments to protect against Acts of Nature and other catastrophic events such as fire, floods and environmental catastrophes.
- Projects to implement initiatives that are based on a feasibility study that assessed the economic potential of energy resources in their community, including renewable energy sources such as: Bio-energy, Geothermal, Hydrogen, Hydropower, Ocean, Solar, Wind or other methods appropriate to the Tribe and geographical location.
- Projects to develop community transportation activities that support the needs of the elderly, the disabled and the local workforce.
- Projects to develop organizational and management capacity-building activities that enhance community-based program delivery systems and services.
- Projects to develop and implement community-based activities that increase international tourism and trade activities for Native American products, services, and communities. Business sectors of interest include: the export of Native American packaged foods; arts and crafts; literature and music; manufactured products; agricultural and organic products; and value-added product assembly or processing that includes agriculture and aquaculture.
- Projects to develop and enhance subsistence activities that retain, or re-establish Native traditional foods and/or by-products of natural resources for local and commercial markets.
- Projects to develop and/or strengthen the local economy through enhanced commercial trade in areas such as agriculture, aquaculture, lumber, and traditional arts and crafts.

*Social Development:* The investment in human and social capital for advancing peoples well-being. Applicants are encouraged to develop and implement culturally appropriate projects to enhance Tribal, community, and Village activities. Applicants are encouraged to be creative in their efforts to integrate elders into these projects to support traditional values and methods. Social development projects under this area support families, elders, parents, youth and children, and individuals with disabilities. Program Areas of Interest include:

- Projects to improve the delivery of human services.



- Projects to develop and implement community volunteer projects.
- Projects to address problematic periods and goal setting for independent young adults.
- Projects to reduce child/infant abuse and neglect, and family domestic violence.
- Projects to strengthen the bond between fathers and children.
- Projects to develop and implement comprehensive culturally and socially appropriate projects to help youth practice personal responsibility; reach a balance in their lives by learning how to set and meet short- and long-term goals; and to practice healthy lifestyles with the goal of decreasing gang activity, school dropout rates and juvenile delinquency.
- Projects to recruit, train, and certify new Native American foster parents or promote appropriate extended family placements or to assist abused, neglected, and abandoned Native American children, youth, and their families.
- Projects to develop, coordinate, and implement training for Native Americans with disabilities in order to join the workforce, obtain information and technical assistance to apply for disability benefits, gain access to workplace facilities, and receive reasonable accommodations necessary to perform job functions.

*Governance:* Involves assistance to Federally recognized Tribal and Alaska Native Village governments to increase their ability to exercise local control and decision-making over their resources. ANA encourages applications for the development of laws and policies that support community-based social, economic and governance activities. Governance projects under this area may be used for leadership and management training or to assist eligible applicants in the development of laws, regulations, codes, policies, and practices that support and promote community-based activities. Program Areas of Interest include:

- Projects to enact laws that support and enforce business and investment transactions, contracts, and property rights. For example, develop and implement Uniform Commercial Codes (business codes) and Tax Codes.
- Projects to enact laws, ordinances, and policies, to develop, expand and/or enhance utility and communications infrastructures.
- Projects to enrich and strengthen the management and leadership skills of senior Tribal government personnel and senior management personnel of Tribally owned companies.
- Projects to establish and implement technology management information systems to assist with the effective and efficient administration of Tribal government programs.
- Projects to develop or amend Tribal constitutions, government procedures and functions, by-laws or codes, and council or executive branch duties in order to improve the regulatory, judicial and/or administrative infrastructure of Tribal and Village governments.
- Projects to develop, enact, and implement codes and ordinances for family welfare.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$9,000,000
<b>Anticipated Number of Awards:</b>	50 to 75
<b>Ceiling on Amount of Individual Awards:</b>	\$500,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$25,000 per budget period
<b>Average Projected Award Amount:</b>	\$250,000 per budget period

### **Length of Project Periods:**

12-month project and budget period  
24-month project with two 12-month budget periods  
36-month project with three 12-month budget periods

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## III. ELIGIBILITY INFORMATION

### **1. Eligible Applicants:**

- Federally recognized Indian Tribes;
- Consortia of Indian Tribes;
- Incorporated non-Federally recognized Tribes;
- Incorporated non-profit multi-purpose community-based Indian organizations;
- Urban Indian Centers;
- National or regional incorporated non-profit Native American organizations with Native American community-specific objectives;
- Alaska Native Village, as defined in the Alaska Native Claims Settlement Act and/or non-profit Village consortia;
- Incorporated non-profit Alaska Native multi-purpose community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with Village-specific projects;
- Non-profit Native organizations in Alaska with Village-specific projects;

- Public and non-profit private agencies serving Native Hawaiians;
- Public and non-profit private agencies serving Native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (the populations served may be located on these islands or in the United States);
- Tribally controlled Community Colleges, Tribally controlled Post-Secondary Vocational Institutions, and colleges and universities located in Hawaii, Guam, American Samoa or the Commonwealth of the Northern Mariana Islands, which serve Native Pacific Islanders; and
- Non-profit Alaska Native community entities or Tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

## **2. Cost Sharing or Matching: Yes**

Grantees are required to meet a non-Federal share of the project costs, in accordance with 42 U.S.C. 2991 (b) (b). Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$125,000, requesting \$100,000 in ACF funds, must provide a non-Federal share of at least \$25,000 (20 percent of total approved project cost of \$125,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

The non-Federal match will be evaluated according to the "Non-Federal Resources" evaluation criterion found in *Section V* of this announcement.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or

renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that do not include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period will be considered non-responsive and will not be considered for competition.

If the applicant is not a Tribe or Alaska Native Village government, applications that do not include proof that a majority of the governing board individuals are representative of the community to be served will be considered non-responsive and will not be considered for competition.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Region I East: Native American Management Services, Inc. (<http://www.anaeastern.org>)

Region II West: ACKCO (<http://www.anawestern.org>)

Region III Alaska: Native American Management Services, Inc. (<http://www.anaalaska.org>)

Region IV Pacific: Council for Native Hawaiian Advancement (<http://www.anapacific.org>)

Phone: 877-922-9262

Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)

URL: <http://www.acf.hhs.gov/programs/ana>

### **2. Content and Form of Application Submission:**

Please refer to *Section I*, Funding Opportunity Description, to review general ANA Administrative Policies and *Section IV* for Funding Restrictions.

*Application Submission:* A complete application for assistance under this program announcement consists of three Parts. Part One includes the SF-424, required government forms and other required documents. Part Two of the application is the project narrative. This Part of the application may not exceed 40 pages. The budget and budget justification are exempt from the page limit. Part Three of the application is the Appendix. This section of the application may not exceed 20 pages (the exception to this 20-page limit applies only to projects that require, if relevant to the project, a Business Plan or any Third-Party Agreements).

*Organization and Preparation of Application:* Due to the intensity and pace of the application review and evaluation process, ANA strongly recommends that applicants organize, label and insert required information in accordance with Part One, Part Two and Part Three as presented in the table below. The application begins with the information requested in Part One of the table below. Part Two is the project narrative and includes the ANA evaluation review criterion. The six ANA review criteria should be presented in the following order: Criteria One-Introduction and Project Summary; Criteria Two-Need for Assistance; Criteria Three-Project Approach; Criteria Four-Organizational Capacity; Criteria Five-Project Impact/Evaluation; and Criteria Six-Budget and Budget Justification/Cost Effectiveness. Part Three is the Appendix. This Part includes only supplemental information or required support documentation that addresses the applicant's capacity to carry out and fulfill the proposed project. These items may include letters of commitment, letters of agreement with partners or cooperating entities and position descriptions. Utilizing this format will ensure that all information submitted to support an

applicant's request for funding is thoroughly reviewed and will assist the panel reviewer in locating and evaluating the requested information.

*ANA Application Format:* Applications should be labeled in compliance with the format provided in the program announcement. The paper size shall be 8.5 x 11 inches, line spacing shall be a space and a half (1.5 line spacing), printed only on one side, and have no less than a half-inch margin on all sides of the paper. The font size shall be 12-point and the font type shall be Times New Roman. These requirements only apply to the project narrative in Part Two.

## **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Applicants must understand they will be held accountable for the Maintenance of Effort certification. By signing and submitting the application, applicants are providing the necessary certification and acknowledge that a signed certification will be required prior to award.

Applicants may submit a non-Federal share waiver request for all or part of the match requirement. Requests must be submitted in accordance with 45 CFR 1336.50(b)(3) of the Native American Programs regulations.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov**

*without having a current CCR registration **AND** electronic signature credentials for the AOR.*

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**



**Due Date for Applications:** 04/04/2006

### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## Checklist

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Maintenance of Effort	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Proof of Non-Profit Status	See Section	If applicable. Submitted if an applicant is not a Federally recognized Tribe or Alaska Native	By application due date.

	III.3	Village government.	
Resolution	See Section III.3	To be submitted by all applicants. Information for submission can be found in the Program Announcement Section I, ANA Definitions.	By application due date.
Governing Board Membership Documentation	See Section IV	To be submitted if the applicant is not a Federally recognized Tribe or Alaska Native Village government. See ANA Definitions.	By application due date.
Grant Application Data Summary (GADS) Form SEDS	See Section IV	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB # 0970-0261, exp. 03/31/07)	By application due date.
Indirect Cost Agreement	See Section V	If claiming indirect costs, submit a current agreement that identifies the individual components and percentages that make up the indirect cost rate.	By application due date.
Non-Federal Share Waiver Request	See Section III.2	If applicable, a waiver request of the non-Federal share requirement may be submitted in accordance with 45 CFR 1336.50(b)(3) of the Native American Programs regulations.	By application due date.
Audit Letter	See Section I	This applies to applicants with annual expenditures of \$500,000 or more of Federal funds. Do not included the entire audit. Submit the Supplemental Schedule of Expenditures of Federal Funds section of the audit.	By application due date.
Objective Work Plan	See Section V	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB# 0980-0204, exp.10/31/06)  Note: Applicants cannot exceed six objectives per budget period.	By application due date.

ANA Project Abstract	See Section V	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB# 0980-0204, exp. 10/31/06)	By application due date.
Part Two: Project Description	See Section V	ANA Application Review Criteria. This Part cannot exceed 40 pages. Include in this Part: Criteria One-Introduction and Project Summary; Criteria Two-Need for Assistance; Criteria Three-Project Approach; Criteria Four-Organizational Capacity; Criteria Five-Project Impact/Evaluation; and Criteria Six-Budget and Budget Justification/Cost Effectiveness.	By application due date.
Part Three - Appendix	See Section V	This Part may not exceed 20 pages. Include supplemental support documentation.	By application due date.

#### **Additional Forms**

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

#### **4. Intergovernmental Review:**

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

#### **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

**ANA Does Not Fund:**

- Activities in support of any foreseeable litigation against the United States Government that are unallowable under OMB Circulars A-87 and A-122.
- Duplicative projects or allow any one community or region to receive a disproportionate share of the funds available for award. When making decisions on awards of grants ANA will consider whether the project is essentially identical or similar, in whole or significant part, to projects in the same community previously funded or being funded under the same competition. ANA will also consider whether the grantee is already receiving funding for a SEDS, Native Language, or Environmental project from ANA. ANA will also take into account in making funding decisions whether a proposed project would require funding on an indefinite or recurring basis. This determination will be made after it is determined whether the application meets the requirements for eligibility as set forth in 45 CFR 1336, Subpart C, but before funding decisions are complete.
- Projects in which a grantee would provide Training and/or Technical Assistance (T/TA) to other Tribes or Native American organizations that are otherwise eligible to apply for ANA funding. However, ANA will fund T/TA requested by a grantee for its own use or for its members' use (as in the case of a consortium), when T/TA is necessary to carry out project objectives.
- The purchase of real property or construction activities are not authorized by the Native American Programs Act of 1974, as amended.
- Core administration (see Definitions) functions, or other activities, that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project. Under Alaska SEDS projects, ANA will consider funding core administrative capacity building projects at the Village government level if the Village does not have governing systems in place.
- Costs associated with fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests and similar expenses incurred solely to raise capital or obtain contributions are unallowable under an ANA grant award.
- Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or Village.
- Projects that do not further the three inter-related ANA goals of economic development, social development and governance or meet the purpose of this program announcement.
- Major renovations and alterations are not authorized under the Native American Programs Act of 1974, as amended. Minor alterations, as defined in this announcement, may be allowable.

- Projects that request funds for feasibility studies, business plans, marketing plans or written materials, such as manuals, that are not an essential part of the applicant's SEDS long-range development plan.
- The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs.
- Activities by a consortium of Tribes that duplicate activities for which a consortium member Tribe also receives funding from ANA.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Aerospace Building, 8<sup>th</sup> Floor-West  
Washington, DC 20447

### **Hand Delivery**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
Aerospace Building - Second Floor Loading Dock  
901 D Street, S.W.  
Washington, DC 20024

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **1. Criteria:**

### **Part I. THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

### **Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

#### **INTRODUCTION**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### **PROJECT SUMMARY/ABSTRACT**

Provide a summary of the project description (one page or less) with reference to the funding request.

## OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applicants are encouraged to describe the qualitative and quantitative data collected, how this data will measure progress towards the stated results or benefits, and how impact indicators under economic and social development and governance projects can be monitored, evaluated and verified.

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Examples of these activities would be the number of businesses started or expanded, the number of jobs created or retained, the number of people trained, the number of youth, couples or families assisted or the number of elders participating in the activity during that reporting period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.



If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non Federal resources" are all other non-ACF

Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

## TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance,

freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

## OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

## NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

## TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

### EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### APPROACH - 25 points

**Project Approach:** The narrative must be clear and concise. Include a detailed project description with goals and objectives. Present a project strategy and implementation plan for the entire project period. Summarize how the project description, objectives (not to exceed six per budget period), and strategy are inter-related and relate to a locally determined strategy.

Use the ANA OWP form to identify the project objectives, time frames, activities, results and benefits expected, criteria for evaluating results and benefits and the individuals responsible for completing the objectives and performing the activities. Within the results and benefits section of the OWP, provide quantitative quarterly projections of the accomplishments to be achieved for each function or activity. Utilizing the OWP, include the names of any organizations, partners, consultants, or other key individuals who will contribute to the project activities. In the OWP column for "Non-Salaried Personnel," list the hours incurred by non-project staff for identified activities. Project outcomes should support the identified need and should be measurable and quantifiable. Present objectives and goals to be achieved and evaluated at the end of each quarter and at the end of the project period.

Discuss any leveraged resources (see Definitions) used to strengthen and broaden the impact of the proposed project. Discuss how the commitments and contributions from other entities will enhance the project. Discuss the relationship of any non-ANA funded activities supportive of the ANA-funded objectives and activities. Discuss how the project will be completed, self-sustaining or funded by other than ANA funds at the end of the project period.

If relevant to the project, provide a Business Plan or any Third-Party Agreements in the appendices. (Not counted in Appendix page limit.)

## OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

**Need for Assistance:** The need for assistance shows a clear relationship between the proposed project, the SEDS and the community's long-range goals. Identify the physical, economic, social, financial, governmental and institutional challenges and problem(s) requiring a solution that supports the funding request. Discuss the geographic location of the project and where the project will be administered.

Describe the community (see Definitions) to be affected by the project and the community involvement in the project. Describe the community's long-range goals, the community planning process, and how the project supports these goals. Document the community's support for the proposed project.

Applications from national and regional Native organizations must clearly demonstrate a need for the project, explain how the project originated, discuss the community-based delivery strategy of the project, identify the intended beneficiaries, describe and relate the actual project benefits to the community and organization. Describe the membership. Explain how the organization operates and impacts Native communities. Demonstrate Native community and/or Tribal government support for the project. The type of community served will determine the type of documentation necessary.

## BUDGET AND BUDGET JUSTIFICATION - 15 points

**Budget and Budget Justification/Cost Effectiveness:** Submit itemized budgets detailing the applicant's Federal and non-Federal share (cite source(s) of non-Federal funding) by year for each year of project funds requested. Line-item budget justification narratives should be included for each year of project funds requested and must align with each Object Class Category listed under Section B-Budget Categories of the "Budget Information-Non Construction Programs" on the SF-424A form. The line-item budget and budget justification narrative must include the necessary details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.

The non-Federal share budget identifies the source and is supported by letters of commitment (see Definitions). Letters of commitment are binding when they specifically state the nature, the amount, and conditions under which another agency, organization or individual will support a project funded by ANA. These resources may be human, natural or financial, and may include other Federal and non-Federal resources. Statements that additional funding will be sought from other specific sources are not considered a binding commitment of outside resources. Letters of support are not binding commitment letters. Letters of support merely express another organization's endorsement of a proposed project. They do not factually establish the authenticity of other resources and do not offer or bind specific resources to the project.

If an applicant plans to charge or otherwise seek credit for indirect costs in its ANA application, a copy of its current Indirect Cost Rate Agreement must be included in the application. The

agreement must have all costs broken down by category so ANA reviewers can be certain that no budgeted line items are included in the indirect cost pool. Applicants that do not submit a current Indirect Cost Rate Agreement may not be able to claim the allowable cost, may have the grant award amount reduced, or may experience a delay in grant award.

For business development projects, demonstrate that the expected return on the ANA funds used to develop the project will provide a reasonable operating income and investment return within a specified time period. If a profit-making venture is being proposed, profits must be reinvested in the business in order to decrease or eliminate ANA's future participation. Such revenue must be reported as general program income. A decision will be made at the time of the grant award regarding appropriate use of program income (see 45 CFR Part 74 and Part 92).

Applicants are strongly encouraged to include sufficient funds for principal representatives, such as the chief financial officer and project director, to travel to one ANA post-award grant T/TA workshop.

*Cost Effectiveness:* This criterion reflects ANA's concern with ensuring that the expenditure of its limited resources yields the greatest benefit possible in achieving economic and social self-sufficiency for Native American communities. Applicants demonstrate this by: summarizing partnerships and the efficient use of leveraged resources; explaining the impact on the identified community through measurable project outcomes; and presenting a project that is completed, self-sustaining or supported by other than ANA funds by the end of the project period.

## ORGANIZATIONAL PROFILES - 15 points

**Organizational Capacity:** Provide information on the management structure of the applicant and the organizational relationships with its cooperating partners. Describe the administrative structure and the applicant's ability to administer and implement a project of the proposed scope. Include an organizational chart that indicates how the proposed project will fit in the existing structure. Demonstrate experience in the program area.

List all current sources of Federal funding, the agency, purpose, amount, and provide the most recent certified signed audit letter for the organization. If the applicant has audit exceptions, these issues should be discussed in this criterion.

Provide staffing and position data that includes a proposed staffing pattern for the project. Project positions discussed in this section must match the positions identified in the OWP and in the proposed budget. Provide a paragraph of the duties and skills required for the proposed staff and a paragraph on qualifications and experience of current identified staff. Full position descriptions are required to be submitted and included in the Appendix. Identify current staff with the appropriate position description. Explain how the current and future staff will manage the proposed project. Brief biographies of identified key positions or individuals must be included and indicate the project position they will fill. Note: Applicants are strongly encouraged to give preference to qualified Native Americans in hiring project staff and in contracting services under an approved ANA grant.



Applicants are required to affirm that they will credit ANA and reference the ANA-funded project on any audio, video, and/or printed materials developed in whole or in part with ANA funds.

If applicable, a consortium applicant must identify the consortium membership. The consortium applicant must be the recipient of the ANA funds. A consortium applicant must be an eligible entity as defined by this program announcement and the ANA regulations. Include documentation (a resolution adopted pursuant to the organization's established procedures and signed by an authorized representative) from all consortium members supporting the ANA application. Include goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes that duplicate activities for which member Tribes also receive funding from ANA. Identify the role and responsibility of each participating consortia member and include a copy of the consortia legal agreement or memoranda of agreement to support the proposed project.

#### RESULTS OR BENEFITS EXPECTED - 15 points

**Project Impact/Evaluation:** In this criterion, the applicant will discuss the "Impact Indicators" (see Definitions) and the benefits expected as a result of this project. Impact indicators identify qualitative and quantitative data directly associated with the project. Each applicant submits five impact indicators to support the applicant's project. Two of the five are standard and required across all ANA programs. The two standard required impact indicators are (1) number of partnerships formed and (2) amount of dollars leveraged beyond the required Non-Federal Share match. The applicant must indicate a target number to be achieved for the required standard impact indicators.

In addition to the two standard required impact indicators, an applicant also submits three additional impact indicators. These three impact indicators may be selected from the suggested list given below, or they may be developed for the specific proposed project, or the applicant may submit a combination of both the ANA suggested indicators and applicant project-specific indicators. The suggested SEDS impact indicators are: (1) number of infrastructures and administrative systems, including policies and procedures developed and implemented; (2) number of codes or ordinances developed and implemented; (3) number of people to successfully complete a workshop/training; (4) number of children, youth, families or elders assisted or participating; (5) number of volunteer hours; (6) number of faith-based and community-based partnerships; (7) number of jobs created; (8) number of community-based small businesses established or expanded; (9) identification of Tribal or Village government business, industry, energy, or financial codes or ordinances that were adopted or enacted; and (10) number of micro-businesses started.

For each impact indicator submitted, discuss the relevance of the impact indicator to the project, the method used to track the indicator, and the method used to determine project success. Impact indicators will be reported to ANA in the grantee's quarterly report. Discuss the project's value and long-term impact to the participants and the community. Explain how the information relates to the proposed project goals, objectives and outcomes.

#### Introduction and Project Summary/Project Abstract - 10 points

**Introduction and Project Summary:** Using the ANA Project Abstract form (OMB Control Number 0980-0204, Exp. 10/31/2006), the applicant must include the name of the applicant, the project title, the Federal amount requested, the amount of matching funds to be provided, length of time required to accomplish the project, the goal of the project, a list of the project objectives (not activities), the estimated number of people to be served and the expected outcomes of the project.

In addition to the ANA Project Abstract form, provide an introductory summary narrative that includes an overview of the project, a description of the community to be served, the location of the identified community, a declarative statement identifying the need for the project, and a brief overview of the project's objectives, strategy and community or organizational impact.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

*Initial Screening:* Each application submitted under an ANA program announcement will undergo a pre-review screening for: (a) timeliness (the application was received by 4:30 p.m. Eastern Time on the closing date); (b) the applicant has submitted a current dated and signed resolution from the governing body; (c) the Federal request does not exceed the upper value of the dollar range specified; and (d) if the applicant is not a Tribe or Alaska Native Village government, the applicant has submitted proof a majority of the board of directors is representative of the community to be served. An application that does not meet one of the above elements will be determined to be incomplete and excluded from the competitive review process. Applicants, with incomplete applications, will be notified by mail within 30 business days from the closing date of this program announcement. ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification. After the Commissioner of ANA has made decisions on all applications, unsuccessful applicants will be notified in writing within 90 days. The notification will include the reviewer comments. Applicants are not ranked based on general financial need. Applicants, who are initially excluded from competition because of ineligibility, may appeal the agency's decision. Applicants may also appeal an ANA decision that an applicant's proposed activities are ineligible for funding consideration. The appeals process is stated in the final rule published in the *Federal Register* (FR) on August 19, 1996 (61 FR 42817 and 45 CFR Part 1336, Subpart C).

*Competitive Review Process:* Applications that pass the initial ANA screening process will be analyzed, evaluated and rated by an independent review panel on the basis of the evaluation criteria. The evaluation criteria were designed to analyze and assess the quality of a proposed community-based project, the likelihood of its success, and the ability of ANA to monitor and evaluate community impact and long-term results. The evaluation criteria and analysis are closely related and are wholly considered in judging the overall quality of an application. Applications will be evaluated in accordance with the program announcement criteria and ANA's program areas of interest. A determination will be made as to whether the project is an effective use of Federal funds.

*Application Review Criteria:* ANA's six evaluation criteria categories are: Introduction and Project Summary; Need for Assistance; Project Approach; Organizational Capacity; Project Impact/Evaluation; and Budget and Budget Justification/Cost Effectiveness.

*Application Consideration:* The Commissioner's funding decision is based on an analysis of the application by the review panel, panel review scores and recommendations; an analysis by ANA staff; review of previous ANA grantee's past performance; comments from State and Federal agencies having contract and grant performance-related information; other interested parties and geographic distribution. The Commissioner makes grant awards consistent with the purpose of the Native American Programs Act, all relevant statutory and regulatory requirements, this program announcement, and the availability of appropriated funds. The Commissioner reserves the right to award more, or less, than the funds described or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce the scope of projects based on the amount of approved award.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

### **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding

of inherently religious activities, can be found at the HHS web site at:  
<http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

45 CFR Part 1336, Subpart C

42 U.S.C. 2991 et seq.- Native American Programs Act of 1974

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly  
Financial Reports: Quarterly

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

ANA Applicant Help Desk  
Administration for Children and Families  
Administration for Native Americans  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor-West  
Washington, DC 20447  
Phone: 877-922-9262  
Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)

### **Grants Management Office Contact:**

Tim Chappelle  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor-West  
Washington, DC 20447  
Phone: 202-401-2344  
Email: [tichappelle@acf.hhs.gov](mailto:tichappelle@acf.hhs.gov)

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## **VIII. OTHER INFORMATION**

*Training and Technical Assistance (T/TA):* All potential ANA applicants are eligible to receive

free T/TA in the SEDS program areas. Prospective applicants must check ANA's web site for T/TA dates and locations, or contact the ANA Help Desk at 1-877-922-9262. Due to new application and program modifications, ANA strongly encourages all prospective applicants to participate in free pre-application training.

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## **Priority Area 2:**

Social and Economic Development Strategies - Alaska (SEDS-Alaska)

### **Description**

In Fiscal Year 1984, the Administration for Native Americans (ANA) implemented a special SEDS-Alaska initiative to support activities at the Village level. This special effort was designed to provide small amounts of project seed money for Village-specific projects to improve and strengthen the capacity of Village governments, an integral part of social and economic self-sufficiency. ANA continues to implement this special initiative with a renewed awareness that economic, social and governance development is inter-related. ANA believes both the non-profit and for-profit corporations in Alaska can play an important supportive role in assisting individual Villages in the development and implementation of their own locally determined strategies, which capitalize on opportunities afforded to Alaska Natives under the Alaska Native Claims Settlement Act.

*Economic Development:* Involves the promotion of the physical, commercial, technological, industrial and/or agricultural components necessary for a sustainable local community. Applicants are encouraged to develop sustainable projects to support sustainable, stable, and diversified private sector local economies. Program Areas of Interest include:

- Projects to strengthen an organization's capacity to deliver business technical assistance, workshops and financial literacy programs that create, expand, and retain public and private sector community-based businesses.
- Projects to increase cooperative enterprise development activities, and technical capacity of youth to establish and operate cooperative businesses with the goal of teaching financial, management and long-term employment skills.
- Projects to plan and coordinate emergency response services within the community and with State and local governments to protect against Acts of Nature and other catastrophic events such as fire, floods and environmental catastrophes.
- Projects to implement initiatives based on a feasibility study that assessed the economic potential of energy resources in their community, including renewable energy sources such as: Bio-energy, Geothermal, Hydrogen, Hydropower, Ocean, Solar, Wind or other methods appropriate to the Tribe and geographical location.
- Projects to develop community transportation activities that support the needs of the elderly, the disabled and the local workforce.

- Projects to develop organizational and management capacity-building activities that enhance community-based program delivery systems and services.
- Projects to develop and implement community-based activities that increase international tourism and trade activities for Native American products, services, and communities. Business sectors of interest include: the export of Native American packaged foods; arts and crafts; literature and music; manufactured products; agricultural and organic products; value-added product assembly or processing that includes agriculture and aquaculture.
- Projects to develop and enhance subsistence activities that retain, or re-establish Native traditional foods and/or by-products of natural resources for local and commercial markets.
- Projects that develop and/or strengthen the local economy through enhanced commercial trade in areas such as agriculture, aquaculture, lumber, and traditional arts and crafts.

*Social Development:* The investment in human and social capital for advancing peoples' well-being. Applicants are encouraged to develop and implement culturally appropriate projects to enhance Tribal, community, and Village activities. Applicants are encouraged to be creative in their efforts to integrate elders into the projects to support traditional values and methods. Social development programs under this area support families, elders, youth and children, and individuals with disabilities. Program Areas of Interest include:

- Projects to improve the delivery of human services.
- Projects to develop and implement community volunteer projects.
- Projects to address problematic periods and goal setting for independent young adults.
- Projects to reduce child/infant abuse and neglect, and family domestic violence.
- Projects to strengthen the bond between fathers and children.
- Projects to develop and implement comprehensive culturally and socially appropriate projects to help youth practice personal responsibility; reach a balance in their lives by learning how to set and meet short- and long-term goals; and to practice healthy lifestyles with the goal of decreasing gang activity, school dropout rates and juvenile delinquency.
- Projects to recruit, train, and certify new Native American foster parents or promote appropriate extended family placements or to assist abused, neglected and abandoned Native American children, youth, and their families.
- Projects to develop, coordinate, and implement training for Native Americans with disabilities in order to join the workforce, obtain information and technical assistance to apply for disability benefits, gain access to workplace facilities and receive reasonable accommodations necessary to perform job functions.

*Governance:* Involves assistance to Federally recognized Tribal and Alaska Native Village governments to increase their ability to exercise local control and decision-making over their resources. ANA encourages applications for the development of laws and policies that support

community-based social, economic and governance activities. Governance projects under this area may be used for leadership and management training or to assist eligible applicants in the development of laws, regulations, codes, policies, and practices that support and promote community-based activities. Program Areas of Interest include:

- Projects to enact laws that support and enforce business and investment transactions, contracts, and property rights. For example, develop and implement Uniform Commercial Codes (business codes) and Tax Codes.
- Projects to enact laws, ordinances, and policies, to develop, expand and/or enhance utility and communications infrastructures.
- Projects to enrich and strengthen the management and leadership skills of senior Tribal government personnel and senior management personnel of Tribally owned companies.
- Projects to establish and implement technology management information systems to assist with the effective and efficient administration of Tribal government programs.
- Projects to develop or amend Tribal constitutions, government procedures and functions, by-laws or codes, and council or executive branch duties in order to improve the regulatory, judicial and/or administrative infrastructure of Tribal and Village governments.
- Projects to develop, enact, and implement codes and ordinances for family welfare.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$1,000,000
<b>Anticipated Number of Awards:</b>	4 to 8
<b>Ceiling on Amount of Individual Awards:</b>	\$175,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$25,000 per budget period
<b>Average Projected Award Amount:</b>	\$100,000 per budget period

### Length of Project Periods:

12-month project and budget period  
 24-month project with two 12-month budget periods  
 36-month project with three 12-month budget periods

For individual Village projects: \$25,000 - \$125, 000 per budget period.

For Regional Non-Profit and Village Consortia: \$25,000 - \$175,000 per budget period.

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- Federally Recognized Indian Tribes in Alaska;
- Alaska Native Villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit Village consortia;
- Incorporated non-profit Alaska Native multi-purpose community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with Village-specific projects; and
- Non-profit Native organizations in Alaska with Village-specific projects.

Faith-based and community organizations that meet the statutory eligibility requirements, are eligible to apply under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

#### **2. Cost Sharing or Matching: Yes**

Grantees are required to meet a non-Federal share of the project costs, in accordance with 42 U.S.C. 2991(b) (b). Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$125,000, requesting \$100,000 in ACF funds, must provide a non-Federal share of at least \$25,000 (20 percent of total approved project cost of \$125,000.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

The non-Federal match will be evaluated according to the "Non-Federal Resources" evaluation criterion found in *Section V* of this announcement.

#### **3. Other:**

##### **D-U-N-S Requirement**



All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that do not include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period will be considered non-responsive and will not be considered for competition.

If the applicant is not a Tribe or Alaska Native Village government, applications that do not include proof that a majority of the governing board individuals are representative of the community to be served will be considered non-responsive and will not be considered for competition.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Native American Management Services, Inc.  
Attn: P.J. Bell, Project Manager  
11723 Old Glenn Highway, Suite 201  
Eagle River, AK 99577  
Phone: 877-770-6230  
Fax: 907-694-5775  
Email: [region3@gci.net](mailto:region3@gci.net)  
URL: <http://www.anaalaska.org>

### **2. Content and Form of Application Submission:**

*Application Submission:* A complete application for assistance under this program announcement consists of three Parts. Part One includes the SF-424, required government forms, and other required documents. Part Two of the application is the project narrative. This section of the application may not exceed 40 pages. The budget and budget justification are exempt from the page limit. Part Three of the application is the Appendix. This section of the application may not exceed 20 pages (the exception to this 20-page limit applies only to projects that require, if relevant to the project, a Business Plan or any Third-Party Agreements).

*Organization and Preparation of Application:* Due to the intensity and pace of the application review and evaluation process, ANA strongly recommends that applicants organize, label and insert required information in accordance with Part One, Part Two and Part Three as presented in the table below. The application begins with the information requested in Part One in the table below. Part Two is the project narrative and includes the ANA evaluation review criterion. The six review criteria should be presented in the following order: Criteria One-Introduction and Project Summary; Criteria Two-Need for Assistance; Criteria Three-Project Approach; Criteria Four-Organizational Capacity; Criteria Five-Project Impact/Evaluation; Criteria Six-Budget and Budget Justification/Cost Effectiveness. Part Three is the Appendix. This Part includes only supplemental information or required support documentation that addresses the applicant's

capacity to carry out and fulfill the proposed project. These items may include: letters of commitment, letters of agreement with partners or cooperating entities, or project position descriptions. Utilizing this format will ensure that all information submitted to support an applicant's request for funding is thoroughly reviewed and will assist the panel reviewer in locating and evaluating the information.

*ANA Application Format:* Applications should be labeled in compliance with the format provided in the program announcement. The paper size shall be 8.5 x 11 inches, line spacing shall be a space and a half (1.5 line spacing), printed only on one side, and have no less than a half-inch margin on all sides of the paper. The font size shall be 12-point and the font type shall be Times New Roman. These requirements only apply to the project narrative in Part Two.

## **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Applicants must understand that they will be held accountable for the Maintenance of Effort certification. By signing and submitting the application, applicants are providing the necessary certification and acknowledge that a signed certification will be required prior to award.

Applicants may submit a non-Federal share waiver request for all or part of the match requirement. Requests must submit in accordance with 45 CFR 1336.50(b)(3) of the Native Americans Program regulations.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format.

To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via email or facsimile transmission.

**IMPORTANT NOTE:** To submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). It is important to start this process early, well in advance of the application deadline, since this may take more than five business days.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program on <http://www.Grants.gov>.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov. We encourage applicants who submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still send in a hard copy overnight.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to

complete the CCR registration. REMINDER: CCR registration must be updated annually.

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration. Checklists are maintained on <http://www.grants.gov/GetStarted>.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on <http://www.Grants.gov>. You may search for the downloadable application package by the Catalog of Federal Domestic Assistance (CFDA) number.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**

**Due Date for Applications:** 04/04/2006

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

#### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

#### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

#### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

#### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare

cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification	See	See	By application

Regarding Maintenance of Effort	Section IV.2	<a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	due date.
Proof of Non-Profit Status	See Section III.3	To be submitted if the applicant is not a Federally recognized Tribe or Alaska Native Village government.	By application due date.
Resolution	See Section III	To be submitted by all applicants. See ANA Definitions.	By application due date.
Governing Board Membership Documentation	See Section IV	To be submitted if the applicant is not a Federally recognized Tribe or Alaska Native Village government. See ANA Definitions.	By application due date.
Grant Application Data Summary (GADS) form-SEDS	See Section II.4	See <a href="http://www.acf/hhs/gov/programs/ana">http://www.acf/hhs/gov/programs/ana</a> (OMB # 0970-0261, exp. 03/31/07)	By application due date.
Indirect Cost Agreement	See Section IV	If claiming indirect costs, submit a current agreement that identifies the individual components and percentages that make up the indirect cost rate.	By application due date.
Non-Federal Share Waiver Request	See Section III.2	If applicable, a waiver request may be submitted in accordance with 45 CFR 1336.50(b)(3) of the Native American Programs regulations.	By application due date.
Audit Letter	See Section I	This applies only to applicants with annual expenditures of \$500,000 or more of Federal funds. Do not include the entire audit. Include the Supplemental Schedule of Expenditures of Federal Funds section of the audit.	By application due date.



Objective Work Plan	See Section V	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB# 0980-0204, exp.10/31/06)  Note: Applicants cannot exceed six objectives per budget period.	By application due date.
ANA Project Abstract	See Section V	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB# 0980-0204, exp. 10/31/06)	By application due date.
Part Two: Project Description	See Section V	ANA Application Review Criteria. This Part cannot exceed 40 pages. Include the following: Criteria One-Introduction and Project Summary; Criteria Two-Need for Assistance; Criteria Three-Project Approach; Criteria Four-Organizational Capacity; Criteria Five-Project Impact/Evaluation; Criteria Six-Budget and Budget Justification/Cost Effectiveness.	By application due date.
Part Three: Appendix	See Section V	This part may not exceed 20 pages. Include supplemental support documentation.	By application due date.

### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

### 4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

### **ANA Does Not Fund:**

- Activities in support of any foreseeable litigation against the United States Government that are unallowable under OMB Circulars A-87 and A-122.
- Duplicative projects or allow any one community or region to receive a disproportionate share of the funds available for award. When making decisions on awards of grants ANA will consider whether the project is essentially identical or similar, in whole or significant part, to projects in the same community previously funded or being funded under the same competition. ANA will also consider whether the grantee is already receiving funding for a SEDS, Native Language or Environmental project from ANA. ANA will also take into account in making funding decisions whether a proposed project would require funding on an indefinite or recurring basis. This determination will be made after it is determined whether the application meets the requirements for eligibility as set forth in 45 CFR 1336, Subpart C, but before funding decisions are complete.
- Projects in which a grantee would provide T/TA to other Tribes or Native American organizations that are otherwise eligible to apply for ANA funding. However, ANA will fund T/TA requested by a grantee for its own use or for its members' use (as in the case of a consortium), when T/TA is necessary to carry out project objectives.
- The purchase of real property and construction activities are not authorized by the Native American Programs Act of 1974, as amended.
- Core administration (see Definitions) functions, or other activities, that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project. Under Alaska-SEDS projects, ANA will consider funding core administrative capacity-building projects at the Village government level if the Village does not have governing systems in place.
- Costs associated with fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable under an ANA grant award.
- Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or Village.
- Projects that do not further the three inter-related ANA goals of economic development, social development and governance or meet the purpose of this program announcement.

- Major renovations and alterations activities are not authorized under the Native American Programs Act of 1974, as amended. Minor alterations, as defined in this announcement, may be allowable.
- Projects that request funds for feasibility studies, business plans, marketing plans or written materials, such as manuals, that are not an essential part of the applicant's SEDS long-range development plan.
- The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery program.
- Activities by a consortium of Tribes that duplicate activities for which a consortium member Tribe also receives funding from ANA.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Tim Chappelle  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Aerospace Building, 8<sup>th</sup> Floor-West  
Washington, DC 20447

### **Hand Delivery**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
ACF Mail Room - Second Floor Loading Dock  
901 D Street, SW  
Washington, DC 20024

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **1. Criteria:**

### **Part I. THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

### **Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

#### **INTRODUCTION**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### **PROJECT SUMMARY/ABSTRACT**

Provide a summary of the project description (one page or less) with reference to the funding request.

## OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applicants are encouraged to describe the qualitative and quantitative data collected, how this data will measure progress towards the stated results or benefits, and how impact indicators under economic and social development and governance projects can be monitored, evaluated and verified.

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Examples of these activities would be the number of businesses started or expanded, the number of jobs created or retained, the number of people trained, the number of youth, couples or families assisted or the number of elders participating in the activity during that reporting period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non Federal resources" are all other non-ACF

Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

## TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance,



freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

## OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and

publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

## NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

## EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

### APPROACH - 25 points

**Project Approach:** The narrative must be clear and concise. Include a detailed project description with goals and objectives. Present a project strategy and implementation plan for the entire project period. Summarize how the project description, objectives (not to exceed six per budget period), and strategy are inter-related and relate to a locally determined strategy.

Use the ANA OWP form to identify the project objectives, time frames, activities, results and benefits expected, criteria for evaluating results and benefits, and the individuals responsible for completing the objectives and performing the activities. Within the results and benefits section of the OWP, provide quantitative quarterly projections of the accomplishments to be achieved for each function or activity. Utilizing the OWP, include the names of any organizations, partners, consultants, or other key individuals who will contribute to the project activities. In the OWP column for "Non-Salaried Personnel" list the hours incurred by non-project staff for identified activities. Project outcomes should support the identified need and should be measurable and quantifiable. Present objectives and goals to be achieved and evaluated at the end of each quarter and at the end of the project period.

Discuss any leveraged resources (see Definitions) used to strengthen and broaden the impact of the proposed project. Discuss how the commitments and contributions from other entities will enhance the project. Discuss how any non-ANA funded activities support the ANA-funded objectives and activities.

If relevant to the project, applicants must provide a Business Plan or any Third-Party Agreements in the appendices. (Not counted in Appendix page limit.)

Discuss how the project will be completed, self-sustaining or funded by other than ANA funds at the end of the project period.

### OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

**Need for Assistance:** The need for assistance shows a clear relationship between the proposed project, the SEDS, and the community's long-range goals. Identify the physical, economic,

social, financial, governmental, and institutional challenges and problem(s) requiring a solution that supports the funding request.

Discuss the geographic location of the project and where the project and grant will be administered. Describe the community (see Definitions) to be affected by the project and the community involvement in the project. Document the community's support for the proposed project. Describe how the proposed goals, objectives, and activities reflect either the economic and social development or governance needs of the local community. Describe how the proposed project objectives and activities relate to a locally determined strategy.

Applications from national and regional Native organizations must clearly demonstrate a need for the project, explain how the project originated, discuss the community-based delivery strategy of the project, identify and describe the intended beneficiaries, describe and relate the actual project benefits to the community and organization. Describe the membership. Explain how the organization operates and impacts Native communities. Demonstrate Native community and/or Tribal government support for the project. The type of community served will determine the type of documentation necessary.

#### BUDGET AND BUDGET JUSTIFICATION - 15 points

**Budget and Budget Justification/Cost Effectiveness:** Submit itemized budgets detailing the applicant's Federal and non-Federal share (cite source(s) of non-Federal funding) by year for each year of project funds requested. Line-item budget justifications should be included for each year of project funds requested. Line-items must align with the Object Class Category listed under Section B-Budget Categories on the SF-424A "Budget Information-Non Construction Programs" form. The line-item budget and budget justification narrative must include the necessary details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.

The non-Federal budget justification identifies the source and is supported by letters of commitment (see Definitions). Letters of commitment are binding when they specifically state the nature, the amount, and conditions under which another agency or organization or individual will support a project. These resources may be human, natural, or financial, and may include other Federal and non-Federal resources. Statements that additional funding will be sought from other specific sources are not considered a binding commitment of outside resources. Support letters are not binding commitment letters. Letters of Support merely express another organization's endorsement of a proposed project. They do not factually establish the authenticity of other resources and do not offer or bind specific resources to the project.

If an applicant plans to charge or otherwise seek credit for indirect costs in its ANA application, a copy of its current Indirect Cost Rate Agreement must be included in the application (see Uniform Project Description definitions). The agreement must have all costs broken down by category so ANA reviewers can be certain that no budgeted line items are included in the indirect cost pool. Applicants who do not submit a current Indirect Cost Rate Agreement may not be able to claim the allowable cost, may have the grant award amount reduced, or may experience a delay in grant award.

Applicants are strongly encouraged to include sufficient funds for principal representatives, such as the chief financial officer and project director, to travel to one ANA post-award grant training and technical assistance workshop.

For business development projects, the proposal must demonstrate that the expected return on the ANA funds used to develop the project will provide a reasonable operating income and investment return within a specified time period. If a profit-making venture is being proposed, profits must be reinvested in the business in order to decrease or eliminate ANA's future participation. Such revenue must be reported as general program income. A decision will be made at the time of the grant award regarding appropriate use of program income (see 45 CFR Part 74 and Part 92).

*Cost Effectiveness:* This section of the criterion reflects ANA's concern with ensuring that the expenditure of its limited resources yields the greatest benefit possible in achieving economic and social self-sufficiency for Native American communities. Applicants demonstrate this by: summarizing partnerships and the efficient use of leveraged resources explaining the impact on the identified community through measurable project outcomes; and presenting a project that is complete, self-sustaining or supported by other than ANA funds by the end of the project period.

#### ORGANIZATIONAL PROFILES - 15 points

**Organizational Capacity:** Provide information on the management structure of the applicant and the organizational relationships with its cooperating partners. Describe the administrative structure, and the applicant's ability to administer and implement a project of the proposed scope. Include an organizational chart that indicates where the proposed project will fit in the existing structure. Demonstrate experience in the program area.

List all current sources of Federal funding, the agency, purpose, amount, and provide the most recent certified signed audit letter for the organization. If the applicant has audit exceptions, these issues should be discussed in this criterion.

Provide staffing and position data that includes a proposed staffing pattern for the project. Project positions discussed in this section must match the positions identified in the OWP and in the proposed budget. Provide a paragraph of the duties and skills required for the proposed staff and a paragraph on qualifications and experience of current staff. Full position descriptions are required to be submitted and included in the Appendix. Identify current staff with the appropriate position description. Explain how the current and future staff will manage the proposed project. Brief biographies of identified key positions or individuals must be included and indicate the project position they will fill. Note: Applicants are strongly encouraged to give preference to qualified Native Americans in hiring project staff and in contracting services under an approved ANA grant.

Applicants are required to affirm that they will credit ANA and reference the ANA-funded project on any audio, video, and/or printed materials developed in whole or in part with ANA funds.

If applicable, a consortium applicant must identify the consortium membership. The consortium applicant must be the recipient of the ANA funds. A consortium applicant must be an eligible

entity as defined by this program announcement and the ANA regulations. Include documentation (a resolution adopted pursuant to the organization's established procedures and signed by an authorized representative) from all consortium members supporting the ANA application. Include goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes that duplicate activities for which member Tribes also receive funding from ANA. Identify the role and responsibility of each participating consortia member and include a copy of the consortia legal agreement or memoranda of agreement to support the proposed project.

## RESULTS OR BENEFITS EXPECTED - 15 points

**Project Impact/Evaluation:** In this criterion, the applicant will discuss the "Impact Indicators" (see Definitions) and the benefits expected as a result of this project. Impact indicators identify qualitative and quantitative data directly associated with the project. Each applicant submits five impact indicators to support the applicant's project. Two of the five are standard and required across all ANA programs. The two standard required impact indicators are (1) number of partnerships formed and (2) amount of dollars leveraged beyond the required non-Federal share match. The applicant must indicate a target number to be achieved for the required standard impact indicators.

In addition to the two standard required impact indicators, an applicant also submits three additional impact indicators. These three impact indicators may be selected from the suggested list given below, or they may be developed for the specific proposed project, or the applicant may submit a combination of both the ANA suggested indicators and applicant project-specific indicators. The suggested impact indicators are: (1) number of infrastructures and administrative systems, including policies and procedures developed and implemented; (2) number of codes or ordinances developed and implemented; (3) number of people to successfully complete a workshop/training; (4) number of children, youth, families or elders assisted or participating; (5) number of volunteer hours; (6) number of faith-based and community-based partnerships; (7) number of jobs created; (8) number of community-based small businesses established or expanded; (9) identification of Tribal or Village government business, industry, energy, or financial codes or ordinances that were adopted or enacted; and (10) number of micro-businesses started.

For each impact indicator submitted, discuss the relevance of the impact indicator to the project, the method used to track the indicator and the method used to determine project success. Impact indicators will be reported to ANA in the grantee's quarterly report. Discuss the project's value and long-term impact to the participants and the community. Explain how the information relates to the project goals, objectives and outcomes.

## Introduction and Project Summary/Project Abstract - 10 points

**Introduction and Project Summary:** Using the ANA Project Abstract form (OMB Control Number 0980-0204, exp. 10/31/2006), the applicant must include: the name of the applicant, the project title, the Federal amount requested, the amount of matching funds to be provided, length of time required to accomplish the project, the goal of the project, a list of the project objectives

(not activities), the estimated number of people to be served, and the expected outcomes of the project.

In addition to the ANA Project Abstract form, provide an introductory narrative that includes: an overview of the project, a description of the community to be served, the location of the identified community, a declarative statement identifying the need for the project, and a brief overview of the project objectives, strategy and community or organizational impact.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

*Initial Screening:* Each application submitted under an ANA program announcement will undergo a pre-review screening to determine: (a) timeliness (the application was received by 4:30 p.m. Eastern Time on the closing date); (b) the Federal request does not exceed the upper value of the dollar range specified; (c) the applicant has submitted a current dated and signed resolution from the governing body; and, (d) if the applicant is not a Tribe or Alaska Native Village government, the applicant has submitted proof a majority of the governing board of directors is representative of the community to be served. An application that does not meet one of the above elements will be determined to be incomplete and excluded from the competitive review process. Applicants with incomplete applications will be notified by mail within 30 business days from the closing date of this program announcement. ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification. After the Commissioner of ANA has made decisions on all applications, unsuccessful applicants will be notified in writing within 90 days. The notification will include the reviewer comments. Applicants are not ranked based on general financial need. Applicants who are initially excluded from competition because of ineligibility may appeal the agency's decision. Applicants may also appeal an ANA decision that an applicant's proposed activities are ineligible for funding consideration. The appeals process is stated in the final rule published in the *Federal Register* (FR) on August 19, 1996 (61 FR 42817 and 45 CFR Part 1336, Subpart C).

*Competitive Review Process:* Applications that pass the initial ANA screening process will be analyzed, evaluated and rated by an independent review panel on the basis of the ANA evaluation criteria. The evaluation criteria were designed to analyze and assess the quality of a proposed community-based project, the likelihood of its success, and the ability of ANA to monitor and evaluate community impact and long-term results. The evaluation criteria and analysis are closely related and are wholly considered in judging the overall quality of an application. Applications will be evaluated in accordance with the program announcement criteria and ANA's program areas of interest. A determination will be made as to whether the project is an effective use of Federal funds.

*Application Review Criteria:* ANA's six evaluation criteria categories are: Introduction and Project Summary; Need for Assistance; Project Approach; Organizational Capacity; Project Impact/Evaluation; and Budget and Budget Justification/Cost Effectiveness.

*Application Consideration:* The Commissioner's funding decision is based on an analysis of the application by the review panel, panel review scores and recommendations; an analysis by ANA staff; review of previous ANA grantee's past performance; comments from State and Federal agencies having contract and grant performance related information; other interested parties; and geographic distribution. The Commissioner makes grant awards consistent with the purpose of Native American Programs Act, all relevant statutory and regulatory requirements, this program announcement, and the availability of appropriated funds. The Commissioner reserves the right to award more, or less, than the funds described or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce the scope of projects based on the amount of approved award.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

### **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

45 CFR Part 1336, Subpart C



42 U.S.C. 2991 et seq.- Native American Programs Act of 1974

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly

Financial Reports: Quarterly

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

ANA Applicant Help Desk  
Administration for Children and Families  
Administration for Native Americans  
370 L'Enfant Promenade, SW  
Aerospace Building, 8<sup>th</sup> Floor-West  
Washington, DC 20447  
Phone: 877-922-9262  
Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)

### **Grants Management Office Contact:**

Tim Chappelle  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor-West  
Washington, DC 20447  
Phone: 202-401-2344  
Email: [tichappelle@acf.hhs.gov](mailto:tichappelle@acf.hhs.gov)

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## **VIII. OTHER INFORMATION**

*Training and Technical Assistance (T/TA):* All potential ANA applicants are eligible to receive free T/TA in the SEDS program area. Prospective applicants must check ANA's web site for T/TA dates and locations, or contact the ANA Help Desk at 1-877-922-9262. Due to new application and program modifications, ANA strongly encourages all prospective applicants to participate in the free pre-application training.

**Date: 1/25/2006**

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Quanah Crossland Stamps  
Commissioner  
Administration for Native Americans